



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Adopt a resolution authorizing Library administration to apply for two targeted grant opportunities available through the California State Library—a \$6,000 grant entitled, "Global Language Materials" and a "Service for Small Business" grant for approximately \$20,000

MEETING DATE: April 21, 2004

PREPARED BY: Nancy C. Martinez, Library Services Director

RECOMMENDED ACTION: That the City Council adopt a resolution authorizing Library administration to apply for two targeted grant opportunities available through the California State Library—a \$6,000 grant entitled, "Global Language Materials" and a "Service for Small Business" grant for approximately \$20,000.

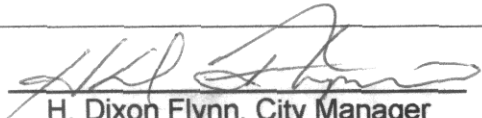
BACKGROUND INFORMATION: The California State Library has announced opportunities for California libraries to apply for targeted grants under the federal Library Service and Technology Act. Library administration has requested authorization from the Library Board of Trustees to apply for two of the grants—Global Language Materials grant and a "Service for Small Business in a Box."

Library administration has received confirmation that Lodi Public Library is eligible to apply for a predetermined grant of \$6,000 for the Global Languages Materials program. This grant would allow the library to purchase materials for both children and adults in the native language of an underserved immigrant community in Lodi.

For the Small Business Initiative, the California State Library has outlined a program entitled "Services for Small Businesses in a Box", a grant that enumerates specific services and materials that 40 successful applicants will receive. These awards include subscriptions to two business oriented reference services, training for staff, assistance in developing a webpage on the library's homepage targeted to the needs of small businesses, and funds to purchase materials targeted to the needs of small business. Recipients are required to obtain community input to develop a plan for expending the monetary award. Recipients are expected to continue providing the services and subscribing to the databases. Library administration is particularly interested in the further development of its services to the business community. We have recently partnered with the Lodi Chamber to provide instruction in using the library's Reference USA database and already participate through 49/99 Cooperative Library System in the ASK NOW (24/7) online reference service. Should the Lodi Public Library receive this grant award we are well-positioned to continue the services.

FUNDING: None - no matching funds required.

APPROVED:


H. Dixon Flynn, City Manager


Nancy C. Martinez
Library Services Director

NM/sb

Attachments



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

Memorandum

Date: March 18, 2004
To: Nancy Martinez
Lodi Public Library
From: Dr. Kevin Starr, State Librarian of California
RE: Global Languages Materials Grant Program

I am pleased to announce the Global Languages Materials Grant Program. Through this program, I am making available approximately \$2,000,000 in Library Services and Technology Act Grant funds to public libraries in the state. The objective of the program is to provide informational and recreational materials to newcomers to America in their native languages to assist them in more fully participating in California and American society.

Each public library jurisdiction will have an opportunity to apply for a grant in a predetermined grant amount based upon 1984-2002 average annual county immigration statistics from the California Department of Finance. The grant funds are to be used for the purchase of adult, and/or children's materials in the native language of the underserved immigrant community targeted by your library. The funds may be used for the purchase materials in any format, provided it serves the informational or recreational needs of the targeted immigrant population.

The grant amount for the Lodi Public Library is \$6,000.

Successful applicants are required to obtain input from the targeted immigrant community or communities regarding the nature of the materials to be acquired under this grant. In addition, all items purchased under this grant must be cataloged. Also, all materials purchased under the grant must be housed at the library for the total expected life of the materials.

The cost of processing and cataloging the materials purchased under the grant is considered an in-kind library contribution by those libraries with the staff expertise to process and catalog and

grant purchased materials. However, those libraries that lack staff with the necessary language and/or cataloging expertise may use the grant funding to contract for the acquisition, processing, and cataloging of non-English language collections.

Finally, in order to satisfy the provisions of the Children's Internet Protection Act (CIPA), libraries must certify that grant funds will not be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

The program application and conditions, as well as CIPA certification information, will soon be available on our website at www.library.ca.gov/html/grants.cfm. If you have any comments about this program, please direct them to Tom Andersen, Assistant Bureau Chief, Library Development Services, at (916) 653-7391, or by e-mail at tandersen@library.ca.gov. Please note the deadline for application under the program is 4:00 p.m. on May 6, 2004.

SERVICES FOR SMALL BUSINESSES IN A BOX PROGRAM I

I. INTRODUCTION

There are 2.5 million small businesses in California, which employ 50% of the state's workforce and generate more than half of its gross domestic product. These small businesses are crucial to California's economy, yet the overwhelming majority employ less than 10 people and consequently lack a corporate librarian.

This Services for Small Businesses in a Box – Program I seeks to address the information needs of business people by providing a "solution in a box" for public libraries: a package (database subscriptions, customizable Web pages and promotional materials, speakers for library programs, supplemental reference), training, and a small grant award for collection development and other purchases related to the program. In return, the library agrees to participate in the training events and involve the local business community in the project development and implementation.

II. STATEMENT OF PURPOSE

To improve public library services for small businesses.

Program Description

Public libraries may apply for participation in the Services for Small Businesses in a Box – Program I. Up to 40 public library jurisdictions will be selected from the applicants.

The California State Library will sponsor four training sessions for successful applicants between June 2004 and October 2004. Two of the training sessions will be conducted regionally (up to 6 sites depending upon the geographic distribution of the participating libraries) and a third will be a combination videoconference/Webcast; the format of the fourth one is still to be determined.

III. ELIGIBILITY

Eligible applicants are California public library jurisdictions. The applicant can designate the main library, a branch library, or the entire library jurisdiction as the facility providing the services.

SERVICES FOR SMALL BUSINESSES IN A BOX PROGRAM I

IV. AWARDS

Each successful applicant will receive:

- staff training, for one or more person per library
- two online database subscriptions, including remote access for library users (RDS Business Reference Suite; ReferenceUSA)
- 24/7 online access to reference service for small businesses ("Ask Now")
- direct access to an expert business librarian for assistance with difficult reference questions
- promotional materials customizable for the library
- a Web page designer to create a Small Business Services page for the library's Web site
- up to four outside speakers to present seminars for people who own or work in small businesses
- a grant of \$3,000-\$6,000 for collection development and other purchases related to the program

V. OBLIGATIONS OF SUCCESSFUL APPLICANTS

- A. The applicant agrees to participate in training sessions totaling 4 days during 2004. A small fund for travel expenses, for those experiencing severe difficulty due to the location of a training session, will be available.
- B. The applicant agrees to involve the small business community in the development of the service plan, with such involvement encompassing:
 - one community meeting;
 - a pre-project survey and a post-project survey;
 - a community scan; and
 - the establishment of an advisory group.

Training for these activities is provided in the first training session; forms will also be provided for the scan and the survey.

- C. The applicant agrees to prepare and submit a plan for the mini-grant (\$3,000-\$6,000).
- D. The applicant agrees to submit quarterly project reports and a final report.
- E. The applicant agrees to incorporate the service into its ongoing service plan, insofar as possible, through such means as transfer-training on the

SERVICES FOR SMALL BUSINESSES IN A BOX PROGRAM I

subscription databases, renewal of the database subscriptions at the close of the grant-funded period, etc.

- F. The applicant agrees to give appropriate credit to the federal Library Services and Technology Act, administered in California by the State Librarian, for its support of the new service program.

VI. EVALUATION AND SELECTION

Applicants will be evaluated on the basis of the following criteria:

- Evidence of enthusiasm for the project in the library
- Potential for providing an alternative model for service delivery, such as an isolated area, a large urban center, a library serving a specific population group (for example, Latinos), etc.
- Commitment to providing improved services for small businesses
- Anticipated ability to continue the service program after the conclusion of the grant-funded period
- Geographic distribution of grant recipients insofar as possible

VII. TIMELINE

Applications must be received by the California State Library no later than 4:00 p.m. on **May 17, 2004**.

Awards will be announced on June 1, 2004.

Successful applicants will send one or more staff members to the first training session, held during the week of July 12-16, on conducting the local needs assessment (surveys, scans, etc.) and preparing the plan for the cash grant.

Successful applicants will have completed the local needs assessment and submitted a spending plan to the State Library by September 15, 2004.

The grant period will begin on October 1, 2004 and conclude on September 30, 2005.

VIII. APPLICATION PROCEDURES

- A. The application form must be completed and signed.

**SERVICES FOR SMALL BUSINESSES IN A BOX
PROGRAM I**

B. The library must certify compliance with the provisions of the Children's Internet Protection Act (CIPA). Read the Overview, follow the Public Library Guidelines, and complete Form A.

C. Mail or deliver the grant application and CIPA certification to:

California State Library
ATTN: Services for Small Businesses in a Box
P.O. Box 942837
Sacramento, CA 94237-0001

(Delivery address: 900 N Street - Suite 500
Sacramento, CA 95814.
Tel: 916-653-7071)

D. Five (5) copies of the application must be received by the California State Library no later than **4:00 p.m. on May 17, 2004**. One copy must be the original, containing the original signature.

IX. INFORMATION

For further information or consultative assistance, contact:

Barbara Will, Library Programs Consultant
California State Library
P.O. Box 942837
Sacramento, CA 94237-0001

Phone: (916) 653-7071
Fax: (916) 653-8443
Email: bwill@library.ca.gov

RESOLUTION NO. 2004-73

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING GRANT
APPLICATIONS BY LIBRARY ADMINISTRATION FOR "GLOBAL
LANGUAGE MATERIALS" AND "SERVICE FOR SMALL BUSINESS"
GRANTS THROUGH THE CALIFORNIA STATE LIBRARY

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize Library Administration to make application for two grants entitled "Global Language Materials" and "Service for Small Business" through the California State Library in the amounts of \$6,000 and \$20,000 respectively.

Dated: April 21, 2004

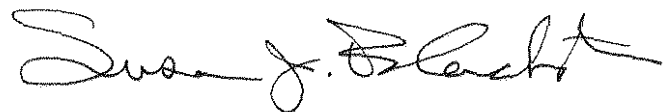
I hereby certify that Resolution No. 2004-73 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 21, 2004, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hitchcock, Howard, Land, and
Mayor Hansen

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk